

## User Roles: Definitions

### **Facility or System Administrator**

- This account has full rights and access to the sites identified to the Air Quality Bureau (AQB), including create/edit/delete applications and inventories.
- The Administrator is able to create/edit/delete all other user types (Super User, Facility User, Facility Viewer), reset passwords, and assign sites to individual users.
- The Administrator cannot create another Administrator or generate a PIN for a Responsible Official (RO).

### **Facility Super User**

- This account has rights and access to the sites and application types assigned by the Facility Administrator, including create/edit/delete for those application and inventory types.<sup>1</sup>
- The Super User is able to create/edit/delete Facility Users and Facility Viewers, reset passwords, and assign sites to individual users and viewers. These sites only include those that have been assigned by the Facility Administrator to the Super User.
- The Super User cannot create an Administrator or another Super User, or generate a PIN for an RO.

### **Facility User**

- This account has rights and access to the sites and application types assigned by the Facility Administrator or Super User, including create/edit/delete for those application and inventory types.
- The User cannot create an Administrator, Super User or another User, or generate a PIN for an RO.

### **Facility Viewer**

- This account has view only rights and access to the sites and application types assigned by the Facility Administrator or Super User.
- The Viewer cannot create an Administrator, Super User, User or another Viewer, or generate a PIN for an RO.

### **Responsible Official**

- This is a special user role created only by the AQB. The RO may have any one of the previously described roles plus the ability to submit applications and inventories to the AQB. The pre-signature of the RO carries the same legal weight and responsibility as signing the paper Form FI or Part 3.
- To be able to submit applications and inventories, the RO is issued a Personal Identification Number (PIN), which must be entered while logged in as the RO.

### **All Users**

- All users have the ability to change their own password.
- A user cannot delete his/her account.

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<sup>1</sup> Currently, the Facility Super User is not able to create new applications or edit applications.